

**Meeting Notes: Northwest Environmental Data-network Steering Committee and PNAMP
Data Management Work Group Meeting**

Time: 2007-08-01 from 9:00 to 3:00

Location: Large Conference Room: Northwest Power and Conservation Council
851 S.W. Sixth Avenue, Suite 1100
Portland, Oregon 97204
503-222-5161 or 800-452-5161

AGENDA ITEMS

9:00 to 11:30

1) Present Tom Pansky (BPA), Joy Paulus, (WA IAC), Phil Roger (CRITFC), Bruce Schmidt (StreamNet), Peter Paquet (NPCC), Tom Iverson (CBFWF), Sheri Schneider (USGS Oregon Liaison), Stan Frazier (BLM), Jen Pollock (USGS –NBII), Tom O’Neil (NWHI), David Tetta (EPA), John Piccininni (BPA), and Stewart Toshach (NOAA-NWFSC). On phone: Jen Bayer, (PNAMP), Jaqui Schei (PNAMP), Jim Geiselman (BPA) and Nancy Tosta (Ross and Associates for Summit discussion).

2) Review of Progress and next Steps - A Strategy for Managing Fish, Wildlife, and Habitat Data for the Fish and Wildlife Program.

Phil gave an update of the presentation to the Council at its September Meeting. The Council is looking for recommendations for additional data management for the next year or two. Goal is to complete the strategy by the end of August in time for the September meeting. Tom Iverson wants to compare the work plan to the MSRT approved project list.

We need to provide more statement of work details for the tasks identified in the draft 5 Strategy document at page 19. The following table provides the writing task and identifies the person responsible for completion. These SOW statements need to be with Phil Roger by close of business on Wednesday, August 15

CATEGORY	NED Task #	DESCRIPTION
Base Work Plan	1	NED coordinator & administrative support Stewart Toshach
	4	Facilitated executive summit Stewart Toshach
NED Pilot projects	10	Deploy NED Portal: 1.5 FTE Tom Pansky
	11	Distributed DBMS for status, trend, water quality

		David Tetta
	12	Draft QA/QC practices Stewart Toshach
	13	Capture & integrate Hatchery Reform data Peter Paquet
	14	Wildlife & habitat data collection tool Tom O'Neil
Other pilot projects	15	Tribal anadromous & resident fish data Phil Roger/ Tom Iverson
	18	Develop Protocol Manager coordinate cost with PNAMP – Jen Beyer
	19	Data collection standards (through PNAMP) Jen Beyer
	20	Identify data gaps (with SOTR) Tom Iverson
	21	Integrate FCRPS BiOp data needs Jim Geiselman

3) Review of status of materials and needed steps to complete materials for Oct 2nd Summit.

- Business Case (**Business Case_2007-05-16¹**) Suggestions: Add some information about how much different organizations might spend on enterprise level Information management efforts. Explain the benefits of working to share data.
- Best Practices for Regional Data Collection, Sharing and Exchange (**Best Practices_2007-05-30**). The task of working on and drafting Best Practices needs a significantly increased level of participation, and consultation with affected organizations and entities. The current material is a good starting point. The separate Best Practices can be separated and made available for the Summit.
- Portal. The Portal is a significant NED product and information about it should be available to summit participants. Tom Pansky is preparing a short statement
- Strategy (**see item 2 above**)
- PNAMP Monitoring Program. A draft is in preparation from PNAMP. PNAMP wants the need for a regional monitoring program to be considered as a part of the Summit.

Agreed that many of these materials may be too detailed for the Executive Summit but need to be available for reference or use as needed.

4) Work session to develop Work Plan elements for 08-09 Funding Request.

- The **Executive Decision Table_2007-07-30** was discussed and it was agreed that it should be reduced to the essential work elements and used to help support a 08-09 funding request to the Council/BPA and other agencies. Stewart to complete.

NOON to 1:00 Working Lunch Planning/logistics work session for the October 2nd Summit

¹ Documents are attached to the meeting agenda.

(Note: we had difficulties with the phones so not all of the meeting was not supported with a phone bridge)

The Participant list: (2007_0726ExecSummitParticipants_2). Each executive on the list has received an invitation. Each staff member on the list has been sent an e-mail with a request that they help to raise awareness of the summit and encourage participation by their executives. More input was needed on the Deputies who should be contacted by Ross and Associates. It was agreed to prioritize the list to first contact agencies that have not already supported the summit – or that might need additional information about it.

NOAAF and the Council are coordinating to support Workshop funding including discussions ahead of the meeting, mostly with regional Deputies and Execs to further understand their summit needs. A deputies meeting may be called if needed ahead of the summit. There was a lot of discussion about whether the summit attendees will be Executive or Deputies. That will be up to the participants.

A Draft 3-5 page document was also discussed – Jen Bayer planned to send it out to PNAMP for comments and also the list of questions that had been identified for consideration by Ross and Associates.

Discussed the outcomes sought from the Summit:

- Consistent standardized approaches, for example for monitoring, are important and needed to support technical options
- An end to end regional framework is important describing how all the parts fit together
- Some resources are needed
- An organizational and administrative framework with clear roles and responsibilities is needed
- Next steps – perhaps a “blue ribbon” panel and other – like support for the NED Portal

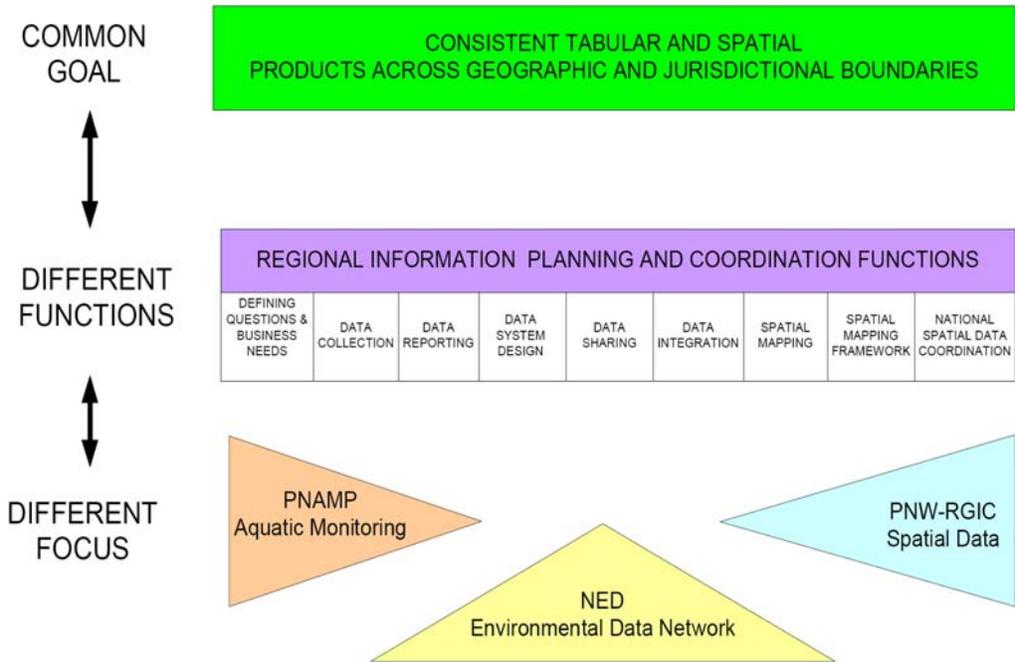
There was general consensus that these are all needed – but differences concerning the amount of detail to put in front of Executives.

1:00 to 2:30 PNW-RGIC/NED/PNAMP MOU discussion on PNW-RGIC Strategy, NED MOU and PNAMP Charter.

After detailed discussion there was support for the following view: that the main concern of each group was that the roles and responsibilities be clear, that the unique skills-specialties that each group has be recognized in ongoing work assignments and that resources be focused on completion of specific tasks. There was agreement that a regional executive steering panel to coordinate resources and provide oversight for end to end regional information management and coordination was necessary. There was also discussion that while this was one option – what other options existed and how would they best be identified?

There was agreement that the NED/PNAMP/PNW-RGIC diagram (attached below), developed for the 2007 NED/PNAMP/PNW-RGIC meeting represents in a graphic way the different functions of the groups. Specific changes were not identified to any of the NED, PNW-RGIC or PNAMP documents.

REGIONAL DATA COORDINATION OVERVIEW: GOALS, FUNCTIONS & FOCUS FOR NED, PNAMP and PNW-RGIC



NOTE: triangles show main focus of each group in regional data management planning and coordination - PNAMP is about why, how and where aquatic data is collected; for NED it about regional solutions for sharing and integration of multiple environmental sets; for PNW-RGIC it is developing spatial framework layers and national coordination. PNAMP is an example of a content focused group in the region - there are many others.